



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education
From: Chad E. Ranney, General Counsel
Date: October 13, 2021
RE: **Latch Key Program Waiver Requests – 2021-2022 School Year**

Recommendation: Approve the Latch Key Program Waiver Requests

The following school corporations are seeking a waiver from the latch key program requirement for the 2021-2022 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key Program Waivers under IC 20-26-5-2.

- Covington School Corporation
- DeKalb County Eastern Community School District
- East Noble School Corporation
- Southwest School Corporation
- Tri-Central Community Schools
- Western School Corporation

School-age child care programs, commonly known as Latch Key Programs, are programs that provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

Pursuant to IC 20-26-5-2(c), a school corporation may seek a waiver from the child care program requirement if the school corporation believes compliance with the requirement would result in “undue hardship.” To receive a waiver, the school corporation must include a detailed description of the school corporation’s attempt to implement a child care program, including the following:

- (1) A description of the steps taken to:
 - (A) conduct a child care program described in subsection (a)(1); or
 - (B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2)
- (2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent’s willingness to use a child care program and documentation of the results received from parents.

The corporations have provided the required documentation. As such, the corporations’ request for a Latch Key Program Waiver should be approved.



Covington Elementary School

Michelle Beck, Principal



Yessenia Girdler, Counselor
Mitzi Barnes, Secretary,
State Reporting

Melanie Harmon, Secretary
Kelli Pinkerton, Nurse

To: Cole Dietrich
From: Michelle Beck - Covington School Corporation
Re: Latchkey Waiver Form
Date: 8-31-21

Covington Community School Corporation has to provide the latchkey program. We do not have outside agencies available. We figured that our minimum cost would be \$250 a week. This is based on paying an employee \$15 an hour for three hours a day five days a week. Total cost for that employee for the week would be \$225. We included \$25 a week for snacks for the program.

Covington Elementary School notified each parent in our weekly bulletin about a latchkey program. Parents contacted the office with interest in the program. We had interest in one full time student and three students for only a few days each week.

We were going to have two pick-up times, one at 4:30 and again at 6:00. We were going to charge \$5.00 a child for the 4:30 pick-up time and \$7.00 a child for the 6:00 pick-up time.

Our survey results show that we would only collect \$75 a week.





Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

WAIVER FORM

Indiana State Board of Education

Deadline: September 1st (Annually)

School-Age Child-Care Program Waiver

Submission Date:

9-1-21

Kevin Smith requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the

2021-2022 school year.

K.R. Smith

(Superintendent's Signature)

Kevin R. Smith

(Superintendent's Name Printed)

1110 7th St.

(Address)

Covington IN 47932

(City)

(Zip)

August 12, 2021

COVINGTON ELEMENTARY SCHOOL
WORKING TOGETHER FOR CHILDREN

Bulletin #1

CROSSING GUARDS AND CAR RIDER DOORS WILL BE AVAILABLE FROM 7:50 – 8:00 IN THE MORNING. After this time, please drive around to the front of the building to drop off your child for school.

Preschool classes will begin the week of Monday, August 23rd. Information on class assignments and Open House will be mailed soon. Please complete the forms and return them to the school as soon as possible.

BIRTH CERTIFICATES AND SHOT RECORDS are due in the office ASAP!

REGISTRATION FORMS for the PK 4 year old class at CES are available. Students must be 4 years of age on or before August 1st. TRANSPORTATION CHANGES NEED TO BE SENT TO THE CHILD'S TEACHER. WE WILL NOT ALLOW STUDENTS TO CHANGE HIS/HER REGULAR ROUTINE WITHOUT A NOTE OR PHONE CALL TO THE OFFICE. THIS IS FOR THE SAFETY OF YOUR CHILD/REN. DUE TO LIMITED SPACE, IF YOUR CHILD IS NOT A REGULAR BUS RIDER HE/SHE WILL NOT BE PERMITTED TO RIDE THE BUS FOR REASONS SUCH AS SLEEPOVERS OR BIRTHDAY PARTIES, ETC.

ONLY NECESSARY VISITORS WILL BE PERMITTED INTO THE BUILDING. PLEASE RING THE BUZZER AT THE FRONT OFFICE. THANK YOU!

TREATS BROUGHT IN FOR THE STUDENTS NEED TO BE PRE-PACKAGED FROM A STORE.

Please continue to send in **BOX TOPS FOR EDUCATION**. However, we DO NOT take Campbell labels for education.

TRASH BAG SALES will be on sale the week of August 18. Payments are due when order is placed.

BACKGROUND CHECKS for parents wanting to go on field trips can be obtained through the school website under the Superintendent's tab. There is a fee for the process. Background checks are good for 2 years.

CES will be taking names of students who will need after school care. We will be offering a 3:00pm – 4:30pm class and 3:00pm to 6:00pm class. Those picking their child up at 4:30 will have a weekly charge of \$25. Those staying until 6:00 will have a charge of \$35. Please contact the office if you are interested in either of these options. There is a possibility that we will not be able to have this program due to lack of interest.

CES are looking for dependable people to join in helping the school. If you are interested in Substitute teaching, please contact Cathy Smith at 765-793-4877.

*All Covington Elementary students will improve their math problem skills across the curriculum.
All Covington Elementary students will improve their reading comprehension skills across the curriculum*



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: _____

Deadline: September 1th (Annually)

DeKalb County Eastern CSD requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2021-22 school year.

S. E. Conwell
(Superintendent's Signature)

Dr. Shane E. Conwell
(Superintendent's Name Printed)

300 E. Washington
(Address)

Butler, IN 46721
(City) (Zip)

260-868-2125
(Area Code) (Telephone number)

115 W. Washington Street ■ South Tower, Suite 600 ■ Indianapolis, Indiana 46204

317.232.6610 ■ www.doe.in.gov

RIVERDALE ELEMENTARY SCHOOL
6127 STATE ROAD 1
ST. JOE, INDIANA 46785
Phone (260)337-5464 / Fax (260) 337-5114
Principal – Brennen Kitchen

Dr. Shane Conwell
DeKalb County Eastern C.S.D.
300 E. Washington Street
Butler, IN 46721

August 10, 2021

Dear Dr. Conwell,

There will not be a Latch Key program at Riverdale Elementary this year. The survey conducted at the beginning of this school year indicated that there was not sufficient interest to support a program.

Sincerely,

A handwritten signature in blue ink that reads "Brennen T. Kitchen". The signature is written in a cursive style.

Brennen T. Kitchen
Principal

DEKALB COUNTY EASTERN COMMUNITY SCHOOL DISTRICT

300 East Washington Street • Butler, IN 46721 • 260-868-2125 • FAX 260-868-2562

Dear Dr. Conwell,

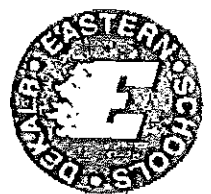
Butler Elementary had five parent responses returned to the school regarding an interest in the Latch Key program. At this time, we do not have enough interest to implement the Latch Key Program.

Sincerely,



Kim K. Clark, Principal
Butler Elementary

It is the mission of DeKalb County Eastern C.S.D., in concert with the community, to provide all learners with skills to adapt intellectually and socially to their changing environment.



DEKALB COUNTY EASTERN C.S.D.

300 E. Washington Street

Butler, Indiana 46721

Telephone: (260) 868-2125

Return

August 4, 2021

Dear Parent:

Butler Elementary will be offering a Latch Key Program for elementary school age children. This program will be offered after school from 3:00 – 6:00 p.m. on all school days. Supervised activities and a snack will be provided. Students will have a choice of activities that range from quiet study time to playing games and watching television.

The cost of the program will be based on the number of students that attend. The more students that attend, the less the cost will be to parents. However, the cost would increase if fewer students attend. An example of possible cost would be the following: if fifteen (15) students attended the program for three (3) hours every day, the cost to parents would be \$75.00 for a five day week per child. This amount is to be prepaid weekly on or before Thursday.

If you wish to participate in this program, please complete the bottom portion of this letter and return by Friday, August 6, 2021.

Sincerely,

Mrs. Kim K. Clark
Principal – Butler Elementary

.....
PLEASE CLIP AND RETURN BY AUGUST 6th

☒ Yes, I will participate in the Butler Elementary Latch Key Program.

I have 1 (number of children) who will participate.

Name Ireland Mansfield

Address 208 Walnut St

Butler IN. 46721

Telephone 260-573-5052

DEKALB COUNTY EASTERN C.S.D.

300 E. Washington Street
Butler, Indiana 46721
Telephone: (260) 868-2125

August 4, 2021

Dear Parent:

Butler Elementary will be offering a Latch Key Program for elementary school age children. This program will be offered after school from 3:00 – 6:00 p.m. on all school days. Supervised activities and a snack will be provided. Students will have a choice of activities that range from quiet study time to playing games and watching television.

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If you wish to participate in this program, please complete the bottom portion of this letter and return by Friday, August 6, 2021.

Sincerely,

Mrs. Kim K. Clark
Principal – Butler Elementary

.....
PLEASE CLIP AND RETURN BY AUGUST 6th

Can this be as needed?

_____ Yes, I will participate in the Butler Elementary Latch Key Program.

I have 1 (number of children) who will participate.

Name

Karlyn Sobol

Address

5604 State Rd 9

Auburn

Telephone

260.908.7493

DEKALB COUNTY EASTERN C.S.D.

300 E. Washington Street
Butler, Indiana 46721
Telephone: (260) 868-2125

August 4, 2021

Dear Parent:

Butler Elementary will be offering a Latch Key Program for elementary school age children. This program will be offered after school from 3:00 – 6:00 p.m. on all school days. Supervised activities and a snack will be provided. Students will have a choice of activities that range from quiet study time to playing games and watching television.

The cost of the program will be based on the number of students that attend. The more students that attend, the less the cost will be to parents. However, the cost would increase if fewer students attend. An example of possible cost would be the following: if fifteen (15) students attended the program for three (3) hours every day, the cost to parents would be \$75.00 for a five day week per child. This amount is to be prepaid weekly on or before Thursday.

If you wish to participate in this program, please complete the bottom portion of this letter and return by Friday, August 6, 2021.

Sincerely,

Mrs. Kim K. Clark
Principal – Butler Elementary

.....
PLEASE CLIP AND RETURN BY AUGUST 6th

X Yes, I will participate in the Butler Elementary Latch Key Program.

I have 2 (number of children) who will participate.

Name Megan Burgess
Address 218 W Main Street
Butler, IN
Telephone 859-551-8827

PLEASE CLIP AND RETURN BY AUGUST 14, 2021

☒

Yes, I will participate in the Riverdale Elementary Latch Key Program. I have
1 number of children who will participate.

Name Sawyer Shuman

Address 5548 CR 36A

Butler, IN. 46721

Telephone 260-908-1572

.....

PLEASE CLIP AND RETURN BY AUGUST 6th

☒ Yes, I will participate in the Butler Elementary Latch Key Program.

I have 1 (number of children) who will participate.

Name Angela Slentz

Address ~~XXXXXXXXXX~~

Telephone 260-241-3419

.....

PLEASE CLIP AND RETURN BY AUGUST 6th

☒ Yes, I will participate in the Butler Elementary Latch Key Program.

I have 1 (number of children) who will participate.

Name Ariq Easton

Address 1911 CR 71

Butler IN 46721

Telephone 260-316-7923

September 10, 2021

Cole Dietrich
Indiana Department of Education
South Tower, Suite 600
115 W. Washington Street
Indianapolis, IN 46204

East Noble School Corporation is formally requesting a waiver from the childcare program requirement outlined in I.C. 20-26-5-2. East Noble School Corporation is comprised of five elementary schools that reside in three distinct geographical locations within the corporation boundaries. Three schools are located in Kendallville, one in Avilla and one in Rome City, Indiana.

Champions is the new before school and after school care provider for the district, operating at two of the five school sites. Care is offered at Avilla Elementary School (6457) and North Side Elementary School (6477). Bussing is provided for students who attend school at the three remaining school sites – Rome City Elementary (6465), South Side Elementary (64780, and Wayne Center Elementary (6485). The Cole Center Family YMCA, Appletree Daycare and the Kendallville Daycare are also off-site providers for care with supported district bussing. Champions is providing care for approximately 20 students at each site for a total of 40 students. This represents less than 2% of the elementary student population.

Providing on-site care for such a small number of students presents a financial hardship for the provider if offered at each facility. In the past, a minimum number of 15 students has been the set threshold to determine if on-site care is a financially sound choice. Previously, on-site programs were forced to suspend care in the middle of the school year when enrollment drops below 10 students. It is more disruptive to families to change care routines in the middle of the year than to use a central location for services. By transporting all students to two facilities, the provider's employees and resources are centrally located and more opportunities can be offered to all students.

In total, the district received 96 survey responses across the five elementary schools in the spring of 2021 to help determine our care plan. Below are the results. A copy of the survey used to is also attached.

ANSWER CHOICES-	RESPONSES-
- Avilla	28.13% 27
- North Side	18.75% 18
- Rome City	5.21% 5
- South Side	16.67% 16
- Wayne Center	31.25% 30
TOTAL	96

Please send any questions or inquiries pertaining to this request, to Becca Lamon, Assistant Superintendent.

Becca Lamon



Assistant Superintendent
East Noble School Corporation



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: 09-17-2021

Deadline: September 1st (Annually)

SOUTHWEST SCHOOL CORPORATION requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the

21-22 school year.

Chris Stitzle
(Superintendent's Signature)

CHRIS STITZLE
(Superintendent's Name Printed)

P.O. BOX 510
(Address)

SULLIVAN, IN 47882
(City) (Zip)

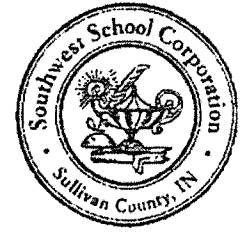
812-268-6311
(Area Code) (Telephone number)

SOUTHWEST SCHOOL CORPORATION

P.O. Box 510, Sullivan, Indiana 47882-0510

Phone: 812-268-6311

Fax: 812-268-6312



CHRIS STITZLE, Superintendent

JON STUCKEY, Assistant Superintendent, Transp. Dir.

MICHELE HAZELRIGG, Treasurer-Bookkeeper

NATALIE MCKINNEY, Payroll Clerk, Personnel

BRIAN IRWIN, Technology Coordinator

BOARD OF SCHOOL TRUSTEES

KEVIN ARNETT

MITZIE BADGER

MIKE ESLINGER

BARBARA ROTRAMEL

JERRY D. WILSON

To: Indiana State Board of Education

From: Chris Stitzle, Superintendent of Southwest School Corporation

Date: September 17, 2021

Request for waiver of I.C. 20-26-5-2

The Southwest School Corporation requests a waiver of the requirement that it make a school age child care program available to all children in K-6 as required by I.C. 20-26-5-2. The corporation submits the following detailed information as required by law to support this request:

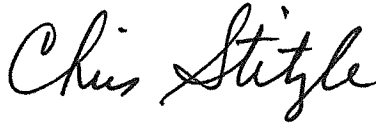
- Southwest School Corporation parents K-6 were surveyed on September 8, 2021, through September 17, 2021 concerning interest in an after school child care program.
- Copy of Survey Attached
- 965 surveys were distributed in grades K-6.
- 99 surveys returned
- 14 surveys showed interest (some only part time/1-2 days per week)
- 866 no response
- Only 1.5% of students interested in program participation.
- Of the 14 survey returned with interest it accounts for 21 students.
- Of the 14 completed surveys (21 students) voicing some interest with some interest being only occasionally. 20 were in one community (Site S) and 1 in another (Site C). The two sites are separated by 10 miles which would necessitate two different programs.
- Approximate cost for Site S would be a minimum of \$1034.92 per week with a maximum income of \$935.00 if all interested participated for the times they indicated. This does not take into account the additional cost for insurance benefits that we would have to provide due to employees working enough hours to qualify.
- Approximate cost for Site C would be a minimum of \$327.97 per week with a maximum income of \$50.00 if all interested participated for the times they indicated. This does not take into account the additional cost for insurance benefits that we would have to provide due to employees working enough hours to qualify.

Therefore, Southwest School corporation requests a waiver for not being able to provide an after school child care program due to:

- A lack of participation in the program
- The presence of both private and non-for-profit after school care locations within the community. There are 7 daycares in the city for Site S that currently provide these services, and 3 daycares in the city for site C. The SWSC does currently provide free transportation by bus to each of these daycares.
- A financial hardship would be placed upon the school corporation

The Southwest School Corporation requests the Indiana State Board of Education grant a waiver of this requirement of I.C. 20-26-5-2 for the 2021-2022 school year.

Sincerely,

A handwritten signature in black ink that reads "Chris Stitzle". The signature is written in a cursive, flowing style.

Chris Stitzle
Superintendent

SES	#STUDENTS	HRS/DAY	DAYS/WEEK	RATE/HR	TOTAL WK
2021-2022					
	6	1	5	5	150.00
	1	1	2	5	10.00
	2	1.5	5	5	75.00
	5	2	5	5	250.00
	6	3	5	5	450.00
TOTALS	20	8.5	22	25	935.00
SES					
4 Aides (based on 10 yrs. Exp	Aide 1	Aide 2	Aide 3		
O/T RATE	17.78	17.78	17.78		
TIMES 3 HRS/DAY	53.34	53.34	53.34		
SOC. SEC.	4.08	4.08	4.08		
RETIRE	7.57	7.57	7.57		
SUB TOT	64.99	64.99	64.99		
TIMES 5 DAYS	324.97	324.97	324.97		
COST FOR BENEFITS DUE TO ADDITIONAL HOURS					

[illegible]

TRI-CENTRAL COMMUNITY SCHOOLS

4774 NORTH 200 WEST
SHARPSVILLE, INDIANA 46068-9457
PHONE (765) 963-2585
FAX (765) 963-3042

SCHOOL BOARD MEMBERS

Kolby Dickover, President
Dan DeLong, Vice President
Edward Jay Rayl, Secretary
Jerry Fernung
Chris Kelley
Dennis Richardson
Donnie Treadway

SUPERINTENDENT

Dave Driggs

TREASURER

Lisa Dever

DEPUTY TREASURER

Tamela Brooks

SECRETARY

Amber Hagerty

To: IDOE
Re: School Age Child-Care Program Waiver
Date: September 10, 2021

1. Description of steps taken: The Corporation provided to each parent and/or guardian enrolling in Tri-Central Community Schools for students in grades KG-6 an opportunity to register for an after-school child-care program. A survey application was sent to all elementary parents and/or guardians, via e-mail, about the possibility of an after school latchkey program. The deadline requested for responses to the survey was September 01, 2021. Hard copies of the Latch-Key Surveys were sent home with students on Friday, August 11, 2021 as well. Information was also publicized on our school Facebook page, on the TC school app and during daily announcements each morning at the school.
2. Attached is a copy of the survey sent to all elementary parents and/or guardians and posted online.
3. This year there were 4 families who turned in a survey which included a total of 7 students. The Corporation interprets this as limited interest in the program and/or a need for after school care. Therefore, it is the opinion of the Corporation that no services will be provided and a waiver for such services be approved by the Indiana State Board of Education.
4. Currently 27 students in our district are members of and participate in the Tipton County Boys and Girls Club after school program. Students attending the Boys and Girls Club receive supervised childcare; help with homework and academic progress, recreation and snacks. Our Corporation provides transportation from our school to their center at no cost to the parents each day at dismissal. At a very reasonable membership fee of \$60.00 per student per year, this remains a viable option for parents who need this type of after school care for their child.



Dave Driggs, Superintendent
Tri-Central Community Schools

Latch-Key Report
Tri-Central Elementary
September 10, 2021

Each year, information is provided to all parents/guardians at Tri-Central elementary about the potential to provide a Latch-key program at our school.

- Latch-key information/application was provided in the school information packets given to parents/guardians during kindergarten screening days in May 2021. (Due to Covid, we did not have a formal kindergarten roundup where information would have been available.)
- Information/applications were posted at the post offices, convenience stores and libraries in Tipton County during July and August 2021.
- Latch-key information was provided at the School Supply giveaway in our county in August 2021.
- Paper flyers were available in the elementary office during our 'Meet the Teacher' evening on August 5, 2021
- Paper flyers with the latch-key application were distributed to students August 11, 2021.
- Parent/guardian e-mails with latch-key information were sent on August 25 and September 1, 2021.
- Information was posted on our school website, face book page, School App, and morning announcements.

We received four family applications, representing seven students who were interested in the program, not enough to provide a latch-key program.

Our local Boys and Girls Club in nearby Tipton provides after school care. As a 21st Century Community Learning Center, the Boys and Girls club partners with our school to provide homework assistance and monitors the student's academic progress. Our school provides after school bus transportation to the club at no charge to the students who are receiving services from the club. This school year, the Tipton Boys and Girls club has 27 students from Tri-Central Elementary. The cost is affordable for families, about \$60 per student per school year.

Several local churches provide before and after school care. Those include Heartland Church in Sharpsville, Crossroads Community Church in Kokomo and Emmanuel Lutheran Church in Tipton. Complimentary transportation to Heartland, Crossroads and to nearby Tipton is available from Tri-Central Elementary.

The families who had interest in the latch-key program have been contacted, and their deposits returned.

Thank you.

Viv Palmer
Tri-Central Elementary Secretary
vpalmer@tccs.k12.in.us
(765) 963-5885 Ext. 1350



PARENT INFORMATION SURVEY/ENROLLMENT FORM
LATCH-KEY CHILD CARE PROGRAM

Tri-Central Elementary is conducting a survey regarding a potential after school program for the 2021-2022 school year. Please fill out the information and return (with \$10 registration fee per child) to the elementary office by Wednesday, September 1, 2021.

If offered, the program will consist of structured activities and will run from 3:00 P.M. To 6:00 P.M. at our school. The program would only be offered when school is in session. The cost of the program will be determined at a later date. We would ask that you make a commitment of three days per week that your child will attend and pay the designated amount every week.

1. Would you send your child to a supervised child care program after school? _____
2. How many children do you have who would need after school care? _____
3. Age(s) of child(ren) _____
4. How late would you need the care after school? Until _____ P.M.

Name (Parent and/or Legal Guardian) _____

Address _____

Parent Phone _____ Work Phone _____ E-Mail _____

I understand that there will be a **designated fee** and **commitment to specific days** as stated above. I would like my child to participate in the after school program **(if offered)** for the 2021-2022 school year.

Parent/Legal Guardian Signature _____ Date _____

PLEASE BRING OR MAIL THIS FORM with registration fee to:

TR1-CENTRAL ELEMENTARY 2115 WEST 500 NORTH, SHARPSVILLE, INDIANA 46068

PLEASE RETURN NO LATER WEDNESDAY, SEPTEMBER 1, 2021

Registration form(s) must be accompanied by \$10.00 per child pre-registration fee. After the deadline (Wednesday, September 1, 2021) a final determination will be made on the availability of this program. Notices will be sent to those who return a pre-registration form and the fees returned if the program is not available.

Possible Latch-Key Child Care at Tri-Central Elementary

vpalmer@tccs.k12.in.us <vpalmer@tccs.k12.in.us>

Wed 8/25/2021 3:31 PM

To: Viv Palmer <vpalmer@tccs.k12.in.us>

 1 attachments (512 KB)

Latch-key Form 2021.pdf;

This was sent using the Skyward Admin Message Center.

PARENT INFORMATION SURVEY LATCH-KEY CHILD CARE PROG/AM

Tri-Central Elementary is conducting a survey regarding a potential after school program for the

2021-2022 school year. Please fill out the information and return (with \$10 registration fee per child) to the elementary office by Wednesday, September 1, 2021. **If offered**, the program will consist of structured activities and will run from 3:00 P.M. To 6:00 P.M. The program would only be offered when school is in session. The cost of the program will be determined at a later date. We would ask that you make a commitment of three days per week that your child will attend and pay the designated amount every week.

1. Would you send your child to a supervised child care program after school? _____

2. How many children do you have who would need after school care? _____

3. Age(s) of child(ren) _____

4. How late would you need the care after school? Until _____ P.M.

Name (Parent and/or Legal Guardian) _____

Address _____

Parent Phone _____ Work Phone _____ E-Mail _____

Pre-Registration Form

I understand that there will be a **designated fee** and **commitment to specific days** as stated above. I would like my child to participate in the after school program **(if offered)** for the 2021-2022 school year.

Parent/Legal Guardian Signature _____ Date _____

PLEASE BRING OR MAIL REGISTRATION FORM with registration fee to: TR1-CENTRAL ELEMENTARY 2115 WEST 500 NORTH, SHARPSVILLE, INDIANA 46068

A form is attached to this e-mail.

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District: Tri-Central Community Schools

District Web Site: [www.tccs.k12.in.us]www.tccs.k12.in.us

State: IN

District Code: 7935

Tri-Central Community Schools

Possible Latch-Key Child Care at Tri-Central Elementary

vpalmer@tccs.k12.in.us <vpalmer@tccs.k12.in.us>

Wed 9/1/2021 10:02 AM

To: Viv Palmer <vpalmer@tccs.k12.in.us>

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Tri-Central Community Schools



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: 5/24/2021

Deadline: September 1st (Annually)

Western School Corporation requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the

2022 school year.


(Superintendent's Signature)

Randy McCracken
(Superintendent's Name Printed)

2600 S 600 W
(Address)

Russiaville 46979
(City) (Zip)

(765) 883-5576
(Area Code) (Telephone number)

WAIVER FORM

Indiana State Board of Education School-Age Child-Care Program Waiver Western School Corporation #3490

1. A description of the steps taken by the school corporation to conduct a latchkey program or to actively solicit other nonprofit organizations or for profit organizations to implement the program as described in IC 202652(a). [IC 202652(c)(1)]

In March 2021, a take-home survey was distributed to all students, Kindergarten through Fifth grade. Surveys were also made available at Kindergarten roundup. Results are indicated on the survey, please see attached. We researched what the program would cost our school as well as researched what the local YMCA would charge for an after school program. The superintendent requested that the Western School Board approve an application for a waiver based upon the lack of sufficient interest or need for after-school childcare. The Western School Board met on April 18, 2021 and approved a waiver-request. The waiver form has been completed by the superintendent, signed by the superintendent, and is now being forwarded to the Indiana State Board of Education.

2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latchkey program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 202652(c)(2)]

Survey and results of survey are attached.

3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latchkey program, as described in item 2 of this request, regardless of whether the latchkey program is conducted by the school or under a contractual agreement. [IC 202652(c)]

Estimated Daily attendance at one site in Western School Corporation = 8

Program Costs:

\$10.00 per day x 2-5 days = \$20-\$50 x 36 weeks = \$720-\$1800

Registration Fee: \$25.00

Activity Fee: \$25.00

Total Costs:

Per student (8) \$770-\$1850 per school year

OR

Estimated Daily attendance at one site in Western School Corporation = 8

Staffing estimates (minimum)

2 workers x \$12.37/hour x 10.5 hours/week = 259.77

2 workers x \$16.73/hour x 4.5 hours/week = 150.57

Benefits = 222.66

\$633.00/week or \$126.60/day

\$126.60 x 180 school days = \$22,788.00 + added full days/holidays, etc if state grant is utilized.

Materials and supplies = est. \$1,000.00

Other Costs:

Program administrator (added to existing job description of current employee)

= est. \$4,666.93/year

Secretarial/bookkeeping services (added to existing job description of current employee)

= est. \$1326.60/year

Total Costs:

Est. = \$29,781.53

Per day (180) = \$165.45

Per student (8) \$20.68/day for 2 hours

Analysis:

This would be excessive for two hours of childcare per student.

Adequate childcare facilities are located within Western School Corporation, and bus transportation is provided to and from school.

Western School Corporation
AFTER-SCHOOL CHILD CARE SERVICES SURVEY
2021-2022

In order to determine the need and feasibility for after-school child care services for children in Kindergarten through grade 6 for the 2021-2022 school year, this request for information must be returned to your child's teacher by **Wednesday, April 7th**.



As the parent or guardian of a child or children who will be students (K-6) at Western Schools during school year 2021-2022, I am submitting this registration form and a check (or money order) for \$10.00 per child to hold space(s) in the After School Child Care Program. (Please **do not** send cash). I understand that if the program does not operate due to lack of enrollment, my check (or money order) will be returned. A determination as to whether or not it is possible to have an After School Child Care Program will be made by mid-summer.

Please make checks payable to Western School Corporation
(Please do not send cash)

Children's Names	Grade (2021-22)	Expected # of <u>Days</u> to attend per week
	Kindergarten	
	1 st Grade	
	2 nd Grade	
	3 rd Grade	
	4 th Grade	
	5 th Grade	
	6 th Grade	

Parent's Name: _____

Address: _____

Telephone Number: _____

The After School Program provides supervision for children from 3:30 – 5:30 P.M. There is a daily charge per child with a sliding scale for families qualifying for financial assistance.

If you have questions please contact Lissa Stranahan, Director of Exceptional Learners and Testing, at 765-883-5930.

Latch Key Survey Responses

Grade	Days/Week
1st	4 days
1st	3 days
3rd	5 days
4th	4 days
6th	3 days
6th	5 days
KG	5 days
KG	5 days